Georges

Email: georges.374138@2freemail.com

**EDUCATION**

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| **New York University, Tandon School of Engineering** | **New York, NY** |
| *Master of Science in Industrial Engineering* | *Expected Graduation: December 2017* |
| **American University, Kogod School of Business** | **Washington, DC** |
| *Bachelor of Science in Finance* | *May 2015* |
| Minor: Entrepreneurship |  |
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| **EXPERIENCE** |  |
| **Shisha Room** | **Port-au-Prince, Haiti** |
| *Cofounder & President* | *June 2013- Present* |

* Prepared purchased orders with suppliers and strengthened the supply chain relationship with a view towards innovation
* Coordinated product distributions and focused on new account developments
* Managed inventory stock control making sure supply lasted while needed
* Maintained books and records of revenues and expenses using a self-made excel sheet

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| **New York City Department of Finance** | **New York, NY** |
| *Graduate Intern/ Budget Analyst* | *June 2016 – December 2016* |

* Participated in financial planning and other technical budget exercises
* Prepared forecasts and analyses to advise management on headcount, budget and spending positions on a monthly basis.
* Reconciled and aligned agency funding and headcount to projected spending in the City Financial Management System (FMS).
* Reviewed Purchase Requests and tracked agency expenses. Updated OTPS Budgets daily.

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| **Child Care Aware of America** | **Arlington, VA** |
| *Child Care Coordinator* | *January 2016- May 2016* |

* Ensured all childcare fee assistance applications were processed within the mandated timeframes
* Entered clients information and data into automated database system
* Determined applicant eligibility according to outlined program requirements
* As needed, assisted applicants in assessing and selecting child care options and determined childcare providers qualifications according to outlined program requirements

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| **Analytics** | **Port-au-Prince, Haiti** |
| *Finance intern* | *July 2014, July- August 2015* |

* Identified potential financial risk areas based on an understanding of the entity’s internal controls and reporting processes
* Reviewed financial records for compliance with grant requirements including eligibility and validity of expenses charged, proper procurement procedures, adequate substantiation with appropriate documentation, and reporting as required
* Assisted the manager by organizing reports and files to review

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| **Champs d’Art** | **Port-au-Prince, Haiti** |
| *Accounting intern* | *June- August 2012* |

* Verified bookkeeping data entries such as general ledgers and invoices for errors
* Generated weekly sales report and identified areas for improvement
* Compiled spreadsheets and performed analytics which met established standard policy requirements and procedures
* Recorded data and updated the financial statements monthly

**ACTIVITIES AND MEMBERSHIPS**



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| **Arab Student Association** | **Washington, DC** |
| *Member* | *October 2012- May 2015* |

* Attended events around Arabic culture and traditions
* Met people with common interest on the political and economic status of the Arab world
* Learnt about experiences and thoughts of other multicultural students

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| ***Project Urbanae,*** *a Student Run Entrepreneurial Venture* | **Babson Park, MA** |
| *Accountant* | *September - December 2011* |

* Gathered and compiled all the financial information for Urbanae
* Created the financial statements for each individual week
* Made sure accounting methodology was in line with policies

**COMPUTER AND LANGUAGE SKILLS**

Computer: Microsoft Office Suite, Minitab, and Witness

Language: French (Native), Spanish (Fluent), Haitian Creole (Fluent), English (Fluent)